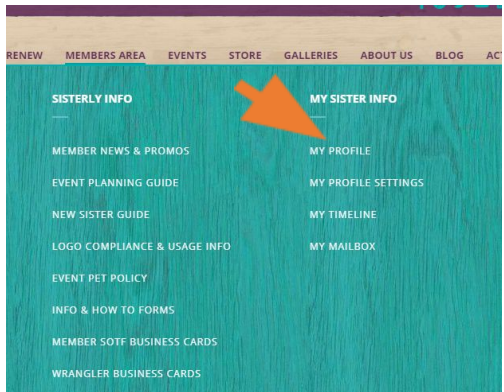




HOW DO I MANAGE THE WAITLIST FOR MY EVENT

When you create an event, you set the maximum number of attendees. Once the maximum number of sisters have signed up, and there is no more room, anyone attempting to sign up will--instead--be asked if they want to be placed on the Waitlist. Thereafter, if and when event cancellations are received and there is once again a space for another attendee, you may *invite* a sister from the Waitlist to sign-up. This process is NOT automatic; you must manage the Waitlist. You must **react** to any event cancellation by inviting someone from the Waitlist.

Step	Action
1	<p>Log in to <i>sistersonthfly.com</i>, hover over MEMBERS AREA, and click MY PROFILE.</p>  <p>Result: Your profile will open. There is a great deal of information available in your profile. See also</p> <ul style="list-style-type: none"> • <i>How to Change Your Profile Photo or Cover Image</i> • <i>What's in Your Timeline?</i> • <i>How do I Change My Notification Setting</i> • <i>How do I Cancel My Membership</i> • <i>How do I Print My Membership Certificate</i> • <i>How do I make sure my settings are set so my wrangler can see my contact information</i> • <i>How do I Cancel a Booking</i> <p>And everything having to do with any event YOU create</p> <ul style="list-style-type: none"> • <i>How do I Submit Attendance for my Event</i> • <i>How do I Download a List of Attendees for my Event</i> • <i>How do I Send Receipts when my Event is Finished</i>

2

To begin managing your Waitlist, click **Waitlist**.

Attn.	Name	Date	Time	
2 / 10	Wind Caves Cavalcade, NO FEE event in Driggs, ID <small>Active / Approved</small>	2020-09-26	10:00:00	<a>Edit <a>Detail <a>Waitlist <a>Book Guest <a>Attending List

Result: The Wait List will be displayed.

WAIT LIST

HOME • WAIT LIST

Wind Caves Cavalcade, NO FEE Event In Driggs, ID

Date/Time

Date: 2020-09-26 - 2020-09-26

Time: 10:00 AM - 5:00 PM

Location

Darby Wind Caves
3000 S

Wait List

Name	Account Status	Controls
Kathy Maughan	Active	Invite Remove
April Nelson	Active	Invite Remove
Pamela Schlecht	Active	Invite Remove

3

Click **Invite** adjacent to the first person on the Wait List.

alcade, NO FEE Event In Driggs, ID

Date/Time

Date: 2020-09-26 - 2020-09-26

Time: 10:00 AM - 5:00 PM

Location

Darby Wind Caves
3000 S
Driggs, ID,

Wait List

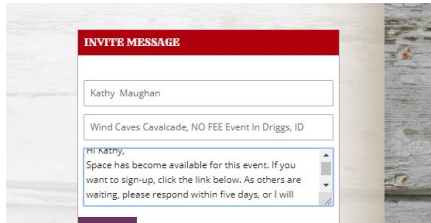
Name	Account Status	Controls
Kathy Maughan	Active	Invite Remove
April Nelson	Active	Invite Remove
Pamela Schlecht	Active	Invite Remove

Result: Scroll down where an message box is displayed.

INVITE MESSAGE

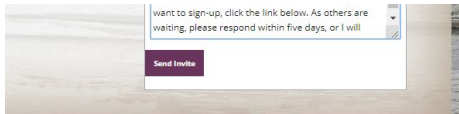
4

Copy and paste your event name into the Subject, and enter a message telling the sister that space has become available should she want to sign-up. If you have a time limit for a response, be sure to note it in the message.

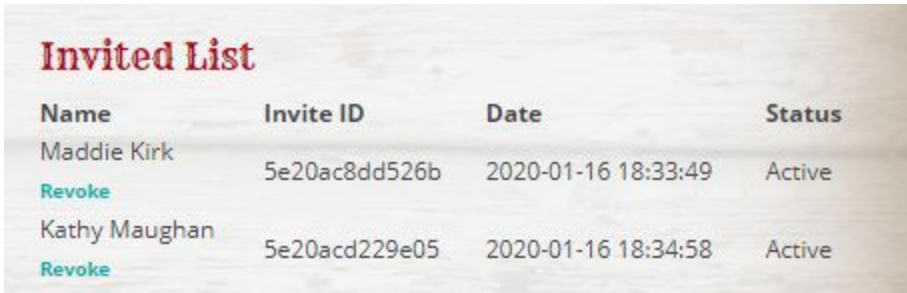


5

Click **Send Message**.




Result: The system will send this message to the sister’s email account with a link to the SistersOnTheFly website, and the sister’s name will now appear on the invited list.



Name	Invite ID	Date	Status
Maddie Kirk Revoke	5e20ac8dd526b	2020-01-16 18:33:49	Active
Kathy Maughan Revoke	5e20acd229e05	2020-01-16 18:34:58	Active

6

Once the sister has signed-up or the time limit expired, you should remove her name from the Wait List. Simply return to the Wait List, and click **Remove** adjacent to the sister’s name.



Name	Account Status	Controls
Kathy Maughan	Active	Invite Remove
April Nelson	Active	Invite Remove
Pamela Schlecht	Active	Invite Remove